**Basic Spreadsheet Concepts Exercise 1**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

 Type in the following spreadsheet, and format it to look like the sample below.

**Instructions**

1) Type in all text and numbers shown in the spreadsheet below.

2) Format all numbers as a currency.

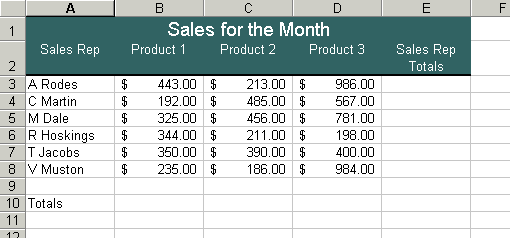
3) Centre the spreadsheet heading 'Sales for the Month' across the spreadsheet.

4) Format all text as displayed in the sample below.

5) Create formulas to display a total for each sales rep.

6) Create formulas to display a total for each product.

7) Create a formula to calculate the total sales for all sales rep's for the month.



**Basic Spreadsheet Concepts Exercise 2**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Type in the following spreadsheet, and format it to look like the sample below.

**Instructions**

1) Type in all text and numbers shown in the spreadsheet below.

2) Format all numbers as a currency.

3) Centre the spreadsheet heading 'Sales And Produce Department' across the spreadsheet.

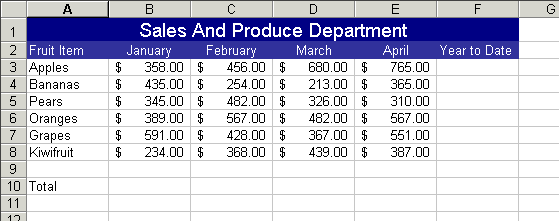
4) Format all text as displayed in the sample below.

5) Create formulas to display a total for each fruit.

6) Create formulas to display a total for each month.

7) Create a formula to calculate the total sales for all fruit items for the year to date

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**Basic Spreadsheet Concepts Exercise 3**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Type in the following spreadsheet, and format it to look like the sample below.

**Instructions**

1) Type in all text and numbers shown in the spreadsheet below.

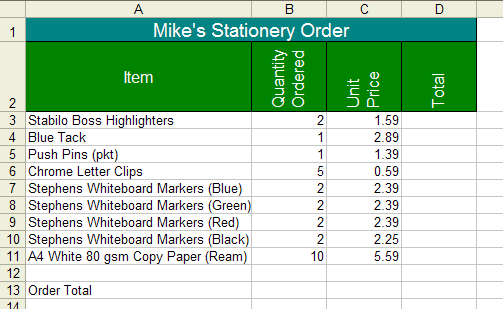
2) Format all numbers with appropriate formats.

3) Centre the spreadsheet heading 'Mike's Stationery Order' across the spreadsheet.

4) Format all text as displayed in the sample below, including the rotated text labels.

5) Create formulas to display a total for each stationery item ordered.

6) Create a formula to calculate the total for the stationery order.



**Basic Spreadsheet Concepts Exercise 4**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Type in the following spreadsheet, and format it to look like the sample below.

**Instructions**

1) Type in all text and numbers shown in the spreadsheet below.

2) Format all numbers with appropriate formats).

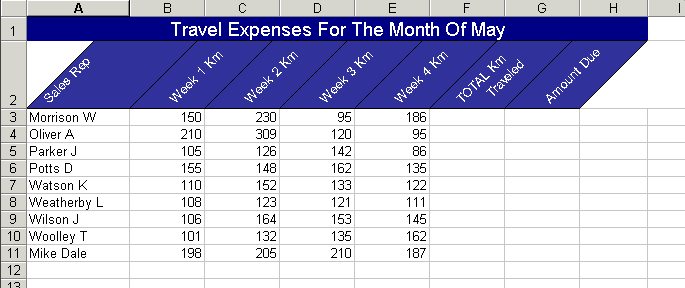
3) Centre the spreadsheet heading 'Travel Expenses For The Month Of May' across the spreadsheet.

4) Format all text as displayed in the sample below, including the rotated text labels.

5) Create formulas to display a total for each Sales Rep.

6) Create formulas to calculate the amount due to each sales rep, on the basis that each rep is reimbursed 0.63 cents per kilometre travelled. Absolute Reference???

7) Apply all borders and shading (colour) shown in the sample below, feel free to experiment with your own colour schemes.



**Basic Spreadsheet Concepts Exercise 5**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Type in the following spreadsheet, and format it to look like the sample below.

**Instructions**

1) Type in all text and numbers shown in the spreadsheet below.

2) Format all numbers with appropriate formats).

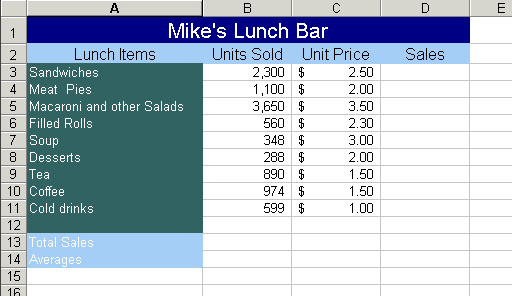
3) Centre the spreadsheet heading "Mike's Lunch Bar" across the spreadsheet.

4) Format all text as displayed in the sample below.

5) Create formulas to display a total for each item in the Lunch Bar.

6) Create a formula to calculate the total sales for the Lunch Bar.

7) Apply all borders and shading (colour) shown in the sample below, feel free to experiment with your own colour schemes.



**Basic Spreadsheet Concepts Exercise 6**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Type in the following spreadsheet, and format it to look like the sample below.

**Instructions**

1) Type in all text and numbers shown in the spreadsheet below.

2) Format all numbers with appropriate formats).

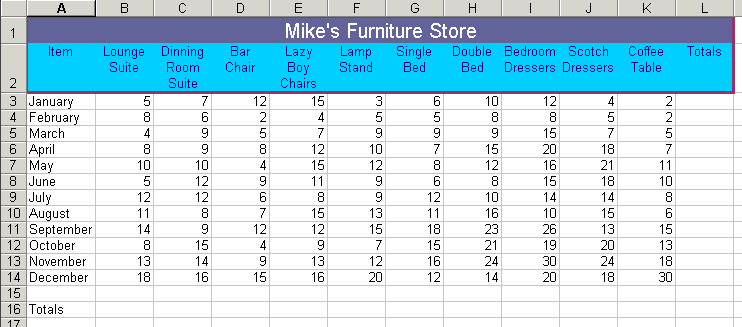
3) Centre the spreadsheet heading "Mike's Furniture Store" across the spreadsheet.

4) Format all text as displayed in the sample below.

5) Create formulas to display total sales by month.

6) Create formulas to display total sales by furniture item.

7) Apply all borders and shading (colour) shown in the sample below, feel free to experiment with your own colour schemes.

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**Basic Spreadsheet Concepts Exercise 7**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Type in the following spreadsheet, and format it to look like the sample below.

**Instructions**

1) Type in all text and numbers shown in the spreadsheet below.

2) Format all numbers with appropriate formats).

3) Centre the spreadsheet heading "Weekly Income Schedule" across the spreadsheet.

4) Format all text as displayed in the sample below.

5) Create formulas to display a total for each item in the Lunch Bar.

6) Create formulas to calculate the Total Exp (Total Expenditure).

7) Create formulas to calculate the profit.

8) Create formulas to calculate the totals for each column.

9) Apply all borders and shading (colour) shown in the sample below, feel free to experiment with your own colour schemes.

